BAS

BRIGHTON

— AREA SCHOOLS —

BEA REQUEST FOR LONG-TERM LEAVE

Today's Date:

Name:
Dept. or Bldg:
Position:

I request a LEAVE from: _____ *to:* _____

Reason for Request: _____

☐ **Childcare Leave - FMLA** (Article 9, C-4)	☐ **Childcare Leave - unpaid** (Article 9, G-2)
☐ ***Bereavement** - beyond contractual (Article 9, D)	☐ **Exchange Teachers - unpaid** (Article 9, G-3)
☐ ***Jury Duty** (Article 9, E)	☐ **Educational Leave - unpaid** (Article 9, G-4)
* Approval is not needed within contractual allowances - notify Principal/Supervisor & enter absence directly into Frontline	☐ **General Leaves - unpaid** (Article 9, G-5)
☐ **Sabbatical leave**	☐ **Military Leave - unpaid** (Article 9, G-6)
☐ **Medical** (Article 9, G-1)	☐ **Other:**

Is this a Family Medical Leave Request (FMLA)? **YES** ☐   **NO** ☐

If this is a request for Family Medical Leave and you qualify for FMLA leave, we will forward FMLA forms to you via email: _____

Email Address

_____   _____

Employee's Signature   **Supervisor's Signature** (receipt acknowledgment, not approval)

FOR HUMAN RESOURCES USE:

☐ **Approved**   **HR Comments:** _____

☐ **Not Approved**   _____

_____

_____

_____   _____

Assistant Superintendent of HR - Signature   **Date**

cc: Supervisor / Payroll / Benefits / Personnel File